

# Rhode Island Department of Education Data Collection Specifications - Discipline

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Last Updated on February 28, 2017

## About

*Discipline* data includes in-school suspensions, out-of-school-suspensions, and removals to Interim Alternative Educational Settings (by school personnel or by a due process hearing officer). This is critical data that is used for many federal reporting requirements, for state reporting, for determining compliance with federal special education law by identifying districts with discrepancies in the rates of short- and long-term suspensions for students with disabilities, and for decisions regarding a district's use of funds. Federal special education law requires RIDE to examine rates of in-school suspensions totaling 10 days or less, in-school suspensions totaling > 10 days, out-of-school suspensions totaling 10 days or less, out-of-school suspensions totaling >10 days, and total number of disciplinary removals by race/ethnicity. Based upon these data, districts may be required to (1) review and revise policies, procedures, and practices, (2) reserve 15% of IDEA funds for coordinated early intervening services, and (3) publically report on the revision of policies, procedures, and practices. Discipline data are also necessary for our Race to the Top data systems.

## Requirements

The *Discipline* data submission is a continuing submission that LEAs continue to be required to submit. This data now needs to be submitted to RIDE on a daily basis.

## Changes for 2017-18 School Year

Two new fields (DISCIPLINE\_SEC and DURATION\_SEC) were added to this year's collection to allow reporting of mixed disciplinary consequences. If the same infraction results in multiple disciplinary actions then the LEA would report the primary disciplinary action in DISCIPLINE, the duration for the primary disciplinary action in DURATION, the secondary disciplinary action in DISCIPLINE\_SEC and the duration for the secondary disciplinary action in DURATION\_SEC.

The definition for Harassment-Stalking has been modified by adding 'repeatedly' to the description in order to emphasize the ongoing, repeated quality of stalking.

## Submission Process

*Discipline* data can be submitted through eRIDE ([www.eride.ri.gov](http://www.eride.ri.gov)) using the Enrollment Census application or through the Automated Data Transfer (ADT) agent. *Discipline* is a submission type within the Enrollment Census application.

**Data Elements** *(Items in red are changes from the previous year's collection)*

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
SASID	STATE ASSIGNED STUDENT ID (blank value not allowed)	TEXT	10	Y	A 10-digit unique numeric ID assigned to each student in R.I. by the State.
LASID	LOCALLY ASSIGNED STUDENT ID	TEXT	16	Y	Unique student ID assigned by LEA or school
DISTCODE	DISTRICT CODE	TEXT	2	Y	The identifier assigned to a local education agency (LEA) by the State Education Agency (SEA). Also known as the State ID.
SCHCODE	SCHOOL CODE	TEXT	5	Y	The State Assigned School Code
LASTNAME	STUDENT LAST NAME	TEXT	50	Y	The last name of the student who committed the infraction.
INFRACTION	INFRACTION	TEXT	2	Y	The primary category of infraction committed.
INFRACTION_DATE	DATE OF INFRACTION	DATE		Y	The date on which the infraction occurred.
DISCIPLINE	DISCIPLINE	TEXT	1	Y	The <b>primary</b> method of punitive or corrective action taken by the school or court authority to reprimand or rehabilitate a student after an offense is committed.
DURATION	DURATION	TEXT	3	Y	<b>Primary</b> discipline duration as number of days, from 1 to 180 (no half days – round to the next highest whole number; less than 1 day should not be reported as a suspension).
WEAPON	WEAPON	TEXT	1	C	The type of weapon involved in a weapons-related infraction (required for INFRACTION=39, also applicable to INFRACTION=03, 04, 10, 18, 22, 26, 27, 29, 42, 43, etc.)
REASON	REASON	TEXT	250	N	A description of the type of infraction.
INJURY	PHYSICAL INJURY	TEXT	1	Y	Incidents with injury include those in which one or more students– including the individual who committed the infraction, – school personnel, or other persons require professional medical attention.
DISCIPLINE_SEC	DISCIPLINE_SEC	TEXT	1	N	The <b>secondary</b> method of punitive or corrective action taken by the school or court authority to reprimand or rehabilitate a student after an offense is committed.
DURATION_SEC	DURATION_SEC	TEXT	3	N	<b>Secondary</b> discipline duration as number of days, from 1 to 180 (no half days – round to the next highest whole number; less than 1 day should not be reported as a suspension).

**Note(s)**

DISCIPLINE\_SEC and DURATION\_SEC are only required if a secondary disciplinary action and duration were given to a student for the same infraction.

### **Validations**

*DISTCODE* – This field must be a valid LEA in the RIDE master directory and must also be the district associated with the user that is submitting the data.

*SCHCODE* – This field must be a valid school in the RIDE master directory and must also be a school within the *DISTCODE*.

*SASID* – This field must be a valid student id in the RIDE student master directory.

*DURATION* – If this field is greater than 10, a warning will be generated.

*DURATION\_SEC* – If this field is greater than 10, a warning will be generated.

*DISCIPLINE/DISCIPLINE\_SEC* – When *INFRACTION* is 05, 06, 07, 08, 09 or 40 (absenteeism/truancy), *DISCIPLINE* and *DISCIPLINE\_SEC* cannot be B-Suspended/Out-of-School.

*DISCIPLINE /DISCIPLINE\_SEC* – When *DISCIPLINE* or *DISCIPLINE\_SEC* is D or E, the student must be a student with a disability (i.e. IEP="Y" or "S")

*DISCIPLINE/DISCIPLINE\_SEC* – When *DISCIPLINE* or *DISCIPLINE\_SEC* is D or E, one of the following must be true:

*INFRACTION* is 13 or 15

*WEAPON* is not NULL

*INJURY* is S

*WEAPON* – If *WEAPON* is not NULL, then *INFRACTION* must be one of the following: 03, 04, 10, 18, 24, 25, 26, 27, 29, 35, 39, 42, and 43 (weapon- or violence-related).

**Acceptable Values for INFRACTION** (Items in red are changes from the previous year's collection)

**Definition:** The primary category of infraction committed.

Item Value	Value Name	Definition/Description
01	Alcohol	Possession, use or sale of intoxicating alcoholic beverages. Includes being under the influence of alcohol on school grounds or at school events.
02	Arson	To unlawfully and intentionally damage, or attempt to damage any real or personal property by fire or incendiary device.
03	Assault/Battery of Student	An actual intentional touching or striking of another student against his or her will. When one student physically attacks or "beats up on" another student. Intentionally causing bodily harm to another student. Includes an attack with a weapon or threat with a weapon.-This category should be used only when the attack is very serious, to warrant calling the school administration, the police, or bringing in security.
04	Assault/Battery of Teacher	An actual intentional touching or striking of a teacher or staff member against his or her will. When a student physically attacks or "beats up on" a teacher or staff member. Intentionally causing bodily harm to a teacher or staff member. Includes an attack with a weapon or threat with a weapon. This category should be used only when the attack is very serious, to warrant calling the school administration, the police, or bringing in security.
05	Attendance-Cut/Skipped Class	Absence from class. Per state law, this infraction may not result in an out-of-school suspension.
06	Attendance-Cut/Skipped Detention	Absence from detention. Per state law, this infraction may not result in an out-of-school suspension.
07	Attendance-Left School Grounds	Leaving school grounds without permission. Per state law, this infraction may not result in an out-of-school suspension.
08	Attendance-Tardy/Late	Repeated tardiness/late arrival at school or class. Per state law, this infraction may not result in an out-of-school suspension.
09	Attendance-Truant	Absent for the day without authorization. Per state law, this infraction may not result in an out-of-school suspension.
10	Bomb Threat	-Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, or causing damage to a school building or school property, or to harm students or staff.
12	Communication/Electronic Devices	Having on one's person or unauthorized use of a paging device, cellular telephone, or other electronic communication device that violates the Code of Conduct.
13	Controlled Substances-Sale of/Possession with Intent to Sell	The sale of – or possession of, with the intent to sell – any controlled drug or narcotic substance or equipment and device used for preparing or taking drugs or narcotics. Category includes over-the-counter and prescription medications if abused by students.
15	Controlled Substances-Possession or Under Influence	The unlawful use, purchase, possession, or transportation of any controlled drug or narcotic substance, or equipment and device used for preparing or taking drugs or narcotics. Category includes over-the-counter and prescription medications if abused by the student. Includes being under the influence of drugs on school transportation, at school-sponsored events or at school.
16	Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. This includes incidents which occur on the school bus or at school-sponsored events, as well as incidents which take place on school grounds. If the action results in a more serious incident, report in the more serious incident category.
18	Fighting/Physical Altercation	Participation in a fight involving physical violence.-Includes minor physical altercations and tussles, but does not include verbal confrontations. Very serious incidents should be coded as Assault/Battery.
19	Fire Regulations Violation	Causing a false fire alarm or otherwise causing others to believe that there is a fire without reasonable belief that there actually is a fire or emergency; possession of matches or lighters.
20	Forgery	Forging or tampering with school-related documents.
21	Gambling	To unlawfully bet or wager money or something else of value; assist, promote or operate a game of chance; tamper with the outcome of a sporting event or contest to gain a gambling advantage.
22	Gang Activity-Non-violent Incident	Participation in activity that is not violent, per se, but is characterized by membership in or affiliation with a gang. A gang is a group of recurrently associating individuals with identifiable leadership and internal organization, identifying with or claiming control over turf, and engaging in violent or other illegal activity. Includes wearing or displaying gang symbol, dress, or colors. Violent gang-related incidents should be categorized according to the type of incident that occurred (e.g. Assault/Battery, Fighting, etc.)
24	Harassment-Stalking	Threatening by <b>repeatedly</b> following or watching the victim or placing her/him-in fear of receiving bodily harm, sexual assault, confinement, or restraint. Includes stalking carried out through the use of technology or any electronic device.
25	Harassment-Sexual	Unwanted sexual advances, requests for sexual favors or other verbal or physical conduct or communication of a sexual nature which is

		offensive and objectionable to the recipient, causing discomfort or humiliation. Includes sexual harassment carried out through the use of technology or any electronic device.
26	Harassment-Prejudice/Hate Crimes	An action motivated by hostility or hatred due to some characteristics or perceived characteristics of the victim. Any act, or attempted act, to cause physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, motivated all or in part by hostility to the victim's real or perceived membership in a class (including, but not limited to, race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability). Includes prejudice-related harassment or hate crimes carried out through the use of technology or any electronic device.
27	Hazing	Method of initiation into any team, organization, group, club, etc., which causes or is likely to cause bodily danger, harm, personal degradation, disgrace, humiliation, or mental harm.
28	Insubordination/Disrespect	Refusing a directive of a teacher, administrator or other staff member.
29	Kidnapping/Abduction	The unlawful seizure, transportation and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.
30	Larceny/Theft	The unlawful taking, carrying, leading or riding away of property of another person without threat, violence or bodily harm.
31	Obscene/Abusive Language toward Student	To direct obscene, offensive, indecent, disgusting, abusive, harsh, injurious or insulting language or gestures, verbally or in writing, to a student, repeatedly or excessively.
32	Obscene/Abusive Language toward Teacher	To direct obscene, offensive, indecent, disgusting, abusive, harsh, injurious or insulting language or gestures, or in writing, to a teacher or other staff member.
34	Technology-Unauthorized Use of Computers/Other Tech	Unauthorized or inappropriate use of technology; willfully causing or attempting to cause damage to technology or data. This includes any violation of local technology policies but does not include cyber bullying.
35	Threat/Intimidation	To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. This also includes bullying. Bullying means the use of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that: a. Causes physical or emotional harm to the student or damage to the student's property; b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property; c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student; d. Infringes on the rights of the student to participate in school activities; or e. Materially and substantially disrupts the education process or the orderly operation of a school. Includes cyber bullying, i.e. or bullying through the use of technology or any electronic device. Threat or intimidation involving weapons or actual physical attack should be categorized as Assault/Battery.
36	Tobacco	Where applicable, the possession, use, distribution or sale of tobacco products on school grounds, school-sponsored events and on transportation to and from school or other school transportation.
37	Trespassing/Restricted Area	To enter or remain on a public school campus or restricted area without authorization or invitation and with no lawful purpose for entry. May include breaking in with the intent to commit a crime.
38	Vandalism	The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner of the person having custody or control of it. This category includes graffiti.
39	Weapon Possession	The possession of any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing, bodily injury on another person. Includes firearms, bombs and other explosive devices, knives, other sharp objects, blunt objects, or harmful chemicals, as well as realistic replicas. Includes use of a weapon in which no other individuals were injured, threatened, or frightened.
40	Attendance-Cut/Skipped In-School Suspension	Absence from in-school suspension. Per state law, this infraction may not result in an out-of-school suspension.
41	Cheating/Plagiarism	Any act of academic dishonesty or breaking the rules to gain academic advantage, including cheating on tests or other assignments and appropriating another's work as one's own without the required citation or attribution.
42	Robbery	The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.
43	Sexual Assault/Battery	A sexual act committed on another person without their consent or ability to consent. Causing another person to engage in an unwanted

		sexual act by use of force or threat of force. Includes rape (oral, anal, or vaginal), fondling, forced kissing, and child molestation.
44	Sexual Misconduct	Any act of a sexual nature which substantially disrupts the orderly conduct of a school function. Includes sexual activity, indecent exposure, and displaying pornographic imagery. Serious, non-consensual offenses should be coded as Sexual Assault/Battery.

**Acceptable Values for WEAPON** *(Items in red are changes from the previous year's collection)*

<b>Definition:</b> The type of weapon involved in a weapons-related infraction.-Firearms		
Item Value	Value Name	Definition/Description
A	Automatic	A firearm that reloads automatically and keeps firing repeatedly. A firearm is a weapon which is designed to expel a projectile by explosive action, as defined by Title 18 U.S.C. § 921.
B	Blunt Object	Any hard object, other than a knife or sharp object, which is used to strike or bludgeon another individual.
C	Chemical	Any chemical in liquid or gaseous form which can be used to stun, burn, poison, blind, choke or otherwise injure or incapacitate other individuals. Includes mace or pepper spray.
E	Explosive Device/Bomb	An explosive device which is designed to detonate under specific conditions and is capable of causing bodily harm or property damage. Does not include smoke bombs.
H	Handgun	A small firearm that can be held and fired with one hand, e.g. a pistol. Includes flare guns. A firearm is a weapon which is designed to expel a projectile by explosive action, as defined by Title 18 U.S.C. § 921.
K	Knife	An instrument 2½ inches or longer used for cutting, generally consisting of a thin, sharp-edged, metal blade and a handle; includes knifelike weapons, daggers, and short swords.
M	Multiple	More than one type of weapon was involved.
P	Replica	Any object which realistically looks like a gun, bomb or other weapon.
R	Rifle/Shotgun	A shoulder firearm of any type other than an Automatic Weapon. A firearm is a weapon which is designed to expel a projectile by explosive action, as defined by Title 18 U.S.C. § 921.
S	Sharp object	Any sharp object other than a Knife, which can be used as a Weapon.
T	Stun Gun/Electroshock Weapon	A device used to incapacitate a person by administering an electric shock to disrupt muscle functions.
U	Air Gun/BB Gun	A projectile weapon that propels projectiles by means of compressed air or other gas.
V	Bullet/Cartridge	A projectile designed to be expelled from a firearm or a cartridge including the bullet, case, powder, and primer.

**Acceptable Values for INJURY** *(Items in red are changes from the previous year's collection)*

<b>Definition:</b> Incidents with injury include those in which one or more students – including the individual who committed the infraction, – school personnel, or other persons on school grounds require professional medical attention.		
Item Value	Value Name	Definition/Description
N	No Injury	No individuals were injured to the extent that professional medical attention was required.
M	Minor Injury	One or more students – including the individual who committed the infraction, – school personnel, or other persons were injured to the extent that professional medical attention – including by the school nurse – was required, but no injuries were serious. Serious injury involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty.
S	Serious Injury	One or more students – including the individual who committed the infraction, – school personnel, or other persons were seriously injured. Serious injury involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty

**Acceptable Values for DISCIPLINE** *(Items in red are changes from the previous year's collection)*

<b>Definition:</b> The method of punitive or corrective action taken by the school or court authority to reprimand or rehabilitate a student after an offense is committed.		
<b>Item Value</b>	<b>Value Name</b>	<b>Definition/Description</b>
B	Suspended/Out-of-School	Temporary removal of a student from school, during which time the student is not allowed to attend regular school lessons or participate in other school activities. The student may be required to complete school work.
C	Suspended/In-School	<p>Temporary removal of a student from the regular classroom for disciplinary purposes, during which time the student remains under the direct supervision of, and in the same physical location as, school personnel. In-school suspension may occur in a separate classroom or a separate building and, in some instances, may occur outside of regular school hours, so long as state requirements for length of the school day are met. Typically, the student is required to complete course work during this time. The student may receive academic instruction, behavioral intervention services, counseling or therapeutic services.</p> <p>This category includes most alternative education programs, such as those that meet the requirements of RIGL §16-21-27.</p>
D	Removal to an Interim Alternative Educational Setting (IAES) by School Personnel	<p>Special circumstances in which school personnel (but not the IEP Team) order the immediate removal of a child with a disability, without regard to whether the behavior is a manifestation of the child's disability, from his/her current educational placement to an appropriate interim alternative educational setting, bypassing usual IEP safeguards, due to the serious nature of the disciplinary infraction. This alternative setting enables the child to continue to receive educational services and participate in the general education curriculum although in another setting. An interim alternative educational setting must provide the student with sufficient course work from appropriately certified teachers to enable the student to make regular progress in his/her school work. The student may receive behavior interventions, counseling, or therapeutic services as part of the IAES.</p> <p>IAES is only applicable for infractions involving weapons or controlled substances or those in which serious bodily injury was inflicted upon another person. Removal do an IAES is generally longer in duration (i.e. more than 10 days). The removal may not exceed 45 days.</p> <p>Although the IEP Team does not order the removal, the IEP Team does determine the educational setting. The setting includes a functional behavioral assessment and behavioral intervention services and modifications to address the behavior violation so that it does not recur.</p>
E	Removal to an Interim Alternative Educational Setting (IAES) by Due Process Hearing Officer	<p>Special circumstances in which an impartial due process hearing officer orders the removal of a child with a disability, without regard to whether the behavior is a manifestation of the child's disability, from his/her current educational placement to an appropriate interim alternative educational setting, bypassing usual IEP safeguards, based on the hearing officer's determination that maintaining the child's current placement is substantially likely to result in injury to the child or others. This alternative setting enables the child to continue to receive educational services and participate in the general education curriculum although in another setting. An interim alternative educational setting must provide the student with sufficient course work from appropriately certified teachers to enable the student to make regular progress in his/her school work. The student may receive behavior interventions, counseling, or therapeutic services as part of the IAES.</p> <p>IAES is only applicable for infractions involving weapons or controlled substances or those in which serious bodily injury was inflicted upon another person. Removal do an IAES is generally longer in duration (i.e. more than 10 days). The removal may not exceed 45 days.</p> <p>Although the IEP Team does not order the removal, the IEP Team does determine the educational setting. The setting includes a functional behavioral assessment and behavioral intervention services and modifications to address the behavior violation so that it does not recur.</p>